BALTIMORE COUNTY PUBLIC SCHOOLS

SCHOOL-BASED ADMINISTRATOR REFERENCE

TO: _____ ☐ **Please check if current supervisor**

FROM: Office of Personnel

_____ **is an applicant for a school-based administrative position (principal or assistant principal) in the Baltimore County Public Schools. The information that you provide will help us make important decisions concerning this position.**

In what capacity did or do you work with the applicant? _____

How long did the applicant work for you? _____

Please evaluate the candidate as best you can with respect to the following.
Please check the appropriate boxes below.

	High ←				→ Low
QUALIFICATION CHARACTERISTICS	**5**	**4**	**3**	**2**	**1**
Providing Instructional Leadership					
Implementing the Appraisal Process to Provide Quality Instruction Through Clinical Supervision					
Procuring, Managing, and Allocating Resources					
Creating and Maintaining a Safe and Orderly Environment					
Providing Opportunities for Learning & Time on Task					
Making Data-Driven Decisions - Monitoring Student Progress					
Creating High Expectations of Success for All					
Providing Staff Development - Professional Growth					
Developing and Maintaining Parent-Community-Student Relationships					
Communications					

What do you believe to be the applicant's greatest strengths? _____

_____

What do you believe to be the applicant's greatest need for growth? _____

_____

Is there any other information you would like to share about this applicant? _____

_____

(Use back if needed.)

☐ **I highly recommend this person to be a (principal or assistant principal).**

☐ **I recommend this person to be a (principal or assistant principal).**

☐ **I do not recommend this person to be a (principal or assistant principal) at this time.**

_____ _____ _____

Signature of Person Completing Form **Position** **Date**

This form must be returned to:

ROBINA S. DYER
OFFICE OF PERSONNEL
BALTIMORE COUNTY PUBLIC SCHOOLS
1946 GREENSPRING DRIVE, SUITE N, TIMONIUM, MD 21093
Fax #410-252-2843

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